

Milford Central School

National Honor Society

Selection process:

National Honor Society Induction Guidelines for the Milford Central School Chapter

1. Guidance Department delivers to NHS Advisor the class rankings for Juniors and Seniors. Students who have a cumulative GPA of 90.0 or better have achieved the **scholarship** requirement for candidacy to NHS. *90.0 is an unweighted average.
2. Advisor notifies students who have obtained the scholarship requirement and instructs them to write to the Faculty Council requesting they be considered for NHS based on their application which focuses on their **service**. (This application is necessary for two reasons: students need to indicate their intent to join NHS if elected; students need to write about their service since that criterion is not necessarily reflected on school records.)
3. Advisor requests comments from faculty members via an evaluation sheet outlining **leadership** and **character** criteria. (Faculty are chosen based on students' courses.) Those comments are returned to Advisor before the Faculty Council meets.
4. The Faculty Council meets with the Advisor to review the candidacy of each eligible candidate. Discussion includes review of report card, student application, faculty evaluations, and personal knowledge of candidates. Up or down votes are taken for each candidate. Majority determines election or deferment. The Advisor meets with students who have not been elected and explains exactly what each need to do to meet the necessary criteria at the next selection.
5. Advisor submits list of candidates to Principal's secretary who writes letters to parents of candidates congratulating them and inviting them to the Induction Ceremony and breakfast/luncheon to follow. Advisor and Principal sign the letter.
6. Advisor works with members of the NHS to prepare the induction ceremony.
7. Advisor works with custodial staff and cafeteria staff to arrange sites and refreshments.

OTHER RESPONSIBILITIES OF NHS ADVISOR:

8. Members are responsible for service activities.
9. Members are responsible for setting high standards in all they do in school and community.

10. Advisor meets with 8th grade parents at the end of the school year to explain how students become candidates for National Honor Society. Students and parents receive copies of the Leadership and Character Evaluation.

PRINCIPAL’S ROLE:

1. Appoint Faculty Council.
2. Appoint the NHS Chapter Advisor (who may serve consecutive terms).
3. Principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

Bylaws

MILFORD CENTRAL SCHOOL CHAPTER NATIONAL HONOR SOCIETY BYLAWS

NATIONAL HONOR SOCIETY CONSTITUTION

The constitution of the National Honor Society was revised in 2008 and approved by the NASSP Board of Directors. Local NHS Chapter Bylaws must be consistent with the National Honor Society Constitution.

ARTICLE I:	NAME AND PURPOSE
ARTICLE II:	THE NATIONAL COUNCIL
ARTICLE III:	STATE ORGANIZATIONS
ARTICLE IV:	LOCAL CHAPTERS
ARTICLE V:	THE PRINCIPAL
ARTICLE VI:	THE CHAPTER ADVISER
ARTICLE VII:	FACULTY COUNCIL
ARTICLE VIII:	MEMBERSHIP
ARTICLE IX:	SELECTION OF MEMBERS
ARTICLE X:	DISCIPLINE AND DISMISSAL
ARTICLE XI:	CHAPTER OFFICERS
ARTICLE XII:	EXECUTIVE COMMITTEE
ARTICLE XIII:	MEETINGS
ARTICLE XIV:	ACTIVITIES
ARTICLE XV:	OFFICIAL INSIGNIA
ARTICLE XVI:	CHAPTER BYLAWS
ARTICLE XVII:	AMENDMENTS

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c) (3) not-for-profit association.

ARTICLE II: THE NATIONAL COUNCIL

Section 1. The control of the organization shall be vested in the NASSP Board of Directors

Section 2. There shall be a National Council to advise the NASSP Board of Directors regarding NHS and its policies and procedures.

Section 3. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, a chapter advisor from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council. The NASSP director of student activities shall be an ex-officio member and shall serve as secretary of the National Council.

Section 4. Members shall be appointed for a term of no more than three (3) years.

Section 5. A simple majority of members shall constitute a quorum of the National Council.

ARTICLE III: STATE ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purpose of this organization.

Section 3. All state associations shall be affiliated with the National Honor Society.

Section 4. The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state association must be approved by NASSP and must be consistent with the NHS Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Non-public secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society).

Section 2: Each chapter shall pay a chartering fee determined by the NASSP Board of Directors.

Section 3. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the chapter.

ARTICLE V: THE PRINCIPAL

Section 1. Shall reserve the right to approve all activities and decisions of the chapter.

Section 2. Shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. Shall annually appoint a Faculty Council composed of five members of the school's faculty who may service consecutive terms.

Section 4. Shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members

ARTICLE VI: THE CHAPTER ADVISER(S)

Section 1. Shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community

Section 2. Shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3. Shall regularly review each member for compliance with Society standards and obligations.

Section 4. Shall help the chapter officers understand and carry out their duties

Section 5. Shall be an ex-officio, non-voting, sixth and/or seventh member of the Faculty Council.

ARTICLE VII: FACULTY COUNCIL

Section 1. Shall consist of five voting faculty members appointed annually by the principal. The chapter adviser(s) shall be ex-officio, non-voting members of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. Shall have a term of one year. Members may be appointed on consecutive terms

Section 3. Shall meet at least once a year to review the procedure of the chapter, select members, as well as, consider non-selection, dismissal, or disciplinary actions and warning cases.

Section 4. The Faculty Council shall develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

ARTICLE VIII: MEMBERSHIP

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or

guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation of the previous principal or chapter adviser, the Faculty Council may waive the semester regulation.

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary memberships to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purpose of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program.

Section 6. A NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for members or its benefits. They must return their membership card and pin immediately.

Section 8. Candidates must have successfully complete tenth grade, as well as a minimum of one semester of attendance at the school affiliated with the NSH Chapter the candidate is applying to for acceptance.

Section 9. Applicants must maintain a minimum scholastic average of 85% and will be evaluated based on scholarship, character, leadership and service by the Faculty Council.

Section 10. Members must participate in a minimum of one club community service activities and one independent community service activity per school year. Individual's community service proposals must be approved by the Milford NHS adviser.

Section 11. Members may miss one NHS meeting per year without an approved excuse. All other meeting excuses must be approved by the NHS adviser. The second unapproved absence will result in a warning and an additional hour of community services. The third unapproved absence will be considered grounds for dismissal and action will be addressed by the Milford NHS Faculty Council.

SECTION IX: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of those classes (Junior, Senior) designated as eligible in the chapter bylaws. Freshmen are not eligible. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 90 percent as reported on the class ranking report for each grade level from the guidance office. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

Section 2. Members who fall below the standards that were the basis of their selection shall be promptly warned in writing by the chapter adviser(s) and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members).

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter, under the same rules for disciplinary appeals in the school district.

Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 2. New officers shall be installed at a special ceremony.

Section 3. Officers shall be elected by the membership and must be approved by the Faculty Council and School Principal before assuming their duties. Officers will consist of :

President, Vice President, Treasurer, Secretary

ARTICLE XII: EXECUTIVE COMMITTEE

Section 1. Shall consist of the officers of the chapter and the chapter adviser(s).

Section 2. Shall have general supervision of the affairs of the chapter between its business meetings, make recommendation to the chapter, and determine and perform such other duties as are

specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations, except those with regards to the selection, discipline, or dismissal of members which are the sole domain of the chapter's Faculty Council per the provision of Article VII, Section 4.

ARTICLE XIII: MEETINGS

Section 1. Shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The executive committee shall meet a minimum of once per month and the membership shall meet a minimum of once every two months. (Note: Article VIII Section 11 regarding meeting absences).

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES

Section 1. Shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty, be appropriate and educationally defensible; be well planned, organized and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contributes. Each member is responsible for at least 10 hours of service per year with a minimum of 1 hour per month.

Section 5. Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from the national office of the National Honor Society. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office.

Section 5. The motto of the National Honor Society shall be Noblesse Oblige.

Section 6. The official colors of the National Honor Society shall be blue and gold.

Section 7. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: CHAPTER BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of the Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues and the like.